



East Tisted Parish Council

Minutes of the Parish Council Meeting held on Wednesday 30th August 2017 at 6.30pm in East Tisted Village Hall, Gosport Road GU34 3QW

Summoned to attend: David Bowtell (Councillor)
Phil Cutts (Councillor)
Helen Evison (Councillor, RFO & Clerk)
Sir James Scott (Chairman)
Sandra Nichols (Councillor)

Also present: Larry Johnson (Neighbourhood Watch, East Tisted
Community Website & Village Hall)
Matthew Sheppard (Hampshire Constabulary) – until 7.15pm
Craig Groves (Hampshire Constabulary) – until 7.15pm
Russell Oppenheimer (County Councillor)

Apologies: Charles Louisson (District Councillor)
Ian Dugdale (Hampshire Constabulary)

The meeting opened at 6.30pm

1. Apologies and welcome

The Chairman welcomed all. Apologies were received from Charles Louisson and Ian Dugdale of Hampshire Constabulary.

2. Declaration of interests

None.

3. Public forum

a. Matthew Sheppard advised that no crimes had been reported in East Tisted.

b Updates regarding Neighbourhood Watch and the Village Hall, attachments 1 and 2, were received from Larry Johnson. Larry also reported that the village website did not appear to be well-used; only 15 'hits' being recorded in the last 3 months, the majority of which were probably the Clerk and other Councillors.

c. Russell Oppenheimer advised that

- the South Downs Local Plan would be going out for consultation toward the end of September. This would contain proposals to revise the planning regime and set parameters for new developments, e.g. 50% of development was to be of 'affordable' housing, and there would be environmental hurdles to meet. Ideas had come from the SDNP Planning team in Midhurst. The consultation would run for 8 weeks and would be accessible via the SDNP website.

- The County Council continued to try to maintain key services within funding constraints.

- Proposals regarding devolution were not currently being pursued.

4. Community Funded Initiative – Traffic Calming

Russell Oppenheimer advised that, although he considered that there was a case for traffic calming in the village, the request for a 30mph limit on the A32 had been rejected by HCC Highways as 'the accident record does not justify the initiative'. Russell suggested that the Parish Council might consider a 'Community Funded Initiative'.

Councillors discussed what might be done to reduce traffic speed on Station Road including the costs and likely effectiveness of options such as village gates and electronic speed checker/speed limit reminder signs. The Chairman expressed concern regarding HCC project management fees. Russell said that it was not necessary to use HCC and explained



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that Stroud PC had approval to install their own village gates. It was suggested that Councillors take note of developments in Stroud when driving through. Based upon the information provided by Cllr Nichols, Councillors discussed whether to commission a traffic flow/speed survey. It was agreed to pursue this at an estimated cost £245 plus VAT.

ACTION: Clerk

7.15pm Matt Sheppard and Craig Groves left the meeting

5. Minutes of the previous meeting and matters arising

The minutes of the Parish Council meeting held on 17th May 2017 were accepted as an accurate record and were signed by the Chairman.

It was noted that the cost of installing swings at the playground had been queried at the subsequent Annual Parish Meeting and that the Chairman had agreed to investigate.

ACTION: Chairman (Clerk)

6. Correspondence Received

It was agreed to respond to the Broadband Universal Service Obligation Consultation in support of NALC views.

ACTION: Clerk

7. Facilities

a. Playground

It was noted that the steps to the slide had been removed and the slope filled in.

b. Defibrillator

Councillors thanked Cllr Cutts for his research and discussed the cost (approximately £2,000) and benefits of purchasing a defibrillator. It was agreed that this might be useful, particularly in the light of the ageing village population. The Chairman proposed, and it was agreed, to plan to purchase a defibrillator in 2018-19. Further it was agreed that Cllr Cutts would continue to research equipment and possible sources of funding.

ACTION: Cllr Cutts

8. Planning

No planning applications had been received since the last meeting.

9. Highways

Refer item 4 above.

10. Report on Effectiveness of Internal Audit 2016-17

Cllr Cutts reported that he had met with the RFO and reviewed the effectiveness on internal audit based upon guidance in set out in 'The Practitioners Guide to Governance and Accountability for Smaller Authorities in England, March 2017' and concluded that the internal audit was fit for purpose.

11. Review and update of the Financial Risk Assessment

Cllr Evison reported that she and Cllr Cutts had met and reviewed the Financial Risk Assessment (FRA). Councillors reviewed the proposed amendments shown as 'tracked changes' on the copy circulated with the agenda. The majority of changes proposed were minor points of clarification or accuracy. Cllr Evison highlighted and explained the proposed revisions to the sections on 'Employees' and 'Election Costs'. It was agreed that the appointment of a councillor as Clerk and RFO would be reviewed annually at the AGM and that, in the light of advice regarding estimated election costs, an 'earmarked reserve' of £1,000 would be maintained. Councillors approved revisions to the FRA as proposed.



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12. Review and update of the Financial Regulations

Cllr Evison reported that she and Cllr Cutts had met and reviewed the Financial Regulations. Councillors considered the proposed amendments indicated by 'tracked changes' on the copy circulated with the agenda. Cllr Evison highlighted the proposed change to 2.ii (signature of bank reconciliations by the Chairman), deletion of 6.v (initialling of cheque stubs by the signatories), deletion of 6.vi (presentation of cheques for signature other than at meetings), revision of 10.i (allowing orders by e-mail), deletion of 10.ii (holding or order books) and revision of 11.ii (dropping the requirement to use 'approved suppliers'). These changes were agreed.

In addition Cllr Evison requested agreement to investigate the possibility of using on-line banking. Councillors agreed that this could be researched and the possibility considered at a future meeting.

ACTION: Cllr Evison (Clerk)

Finally, it was noted that 12.vi recommended an annual health and safety inspection of assets. Cllr Evison proposed and it was agreed to ask the contractors responsible for mowing by the pond, playground and recreation ground (cricket outfield) to be alert for hazards and report any matter of concern to the Clerk each time the grass was cut.

ACTION: Clerk

13. Responsible Financial Officer (RFO)

a. Consideration of the External Audit Report for 2016-17 was postponed as this had not yet been received.

b. Cllr Evison advised that, due to the relatively small value of transactions, external audit was not expected to be required for 2017-18 or future years.

c. Cllr Evison advised that she had checked the regulations and was pleased to confirm that Parish Council was not required to have their own website but could share a website with 'partner organisations'. Cllr Evison explained that funding was available to buy a PC, software and scanner to enable the Parish Council to meet the requirement so of the Transparency Code. Unfortunately funding could not be used to buy new notice board. Cllr Evison advised that she used her own PC for Parish Council work, as had the previous Clerk, and felt no need to purchase dedicated equipment. However, she would apply for funding and do so if other Councillors considered this preferable. Councillors discussed this and agreed not to apply for funding for dedicated equipment.

d. Members received and approved for signature by the Chairman the Quarterly Financial Statement and Bank Reconciliations relating to Statements 72, 73 and 74.

e. There were no payments to be approved.

f. Cllr Evison explained that 4.viii of the Financial Regulations required that the RFO provide the Council with quarterly budget monitoring reports, highlighting and explaining any material variances. Consequently the Budget Monitoring report circulated with the agenda been prepared. As this was a new report Cllr Evison explained its structure and ran through the figures.

Expenditure to date was already close to the annual budget as four items (potential donation to the PCC, costs of mowing the cricket outfield, donation to Home Start and payment for internal audit) had not been included when the budget was set for which she apologised.

Total expenditure at year end was now forecast to be £2,685.21, i.e. 144% of budget.

Cllr Evison drew Councillors attention to the fact that had the Council had been employing a Clerk and RF, estimated cost £1,100 p.a. bringing the total forecast expenditure for the year to £3,785, there would be a forecast in-year deficit.

Cash at bank was also reported. £3,755.73 as on 24th August 2017 and a forecast yearend balance of £4,380.73.



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14. Meeting Schedule

It was confirmed that the next meeting would be on **Weds 29th November 2017 at 6.30pm** in the Village Hall. Thereafter Weds 21st March and Weds 23rd May 2018.

There being no other business the Chairman closed the meeting at 8.15pm.

Helen Evison

Clerk and Responsible Financial Officer
8th September 2017

Agreed as a true and correct record.

Signature....., Chairman Date.....